

IAS - 107/73  
18 June 1973

MEMORANDUM FOR THE RECORD

SUBJECT: IAS Communications Conference 29-30 May 1973

STAT 1. The conference [ ] on 29-30 May provided an opportunity for an extensive exchange of views on a wide variety of topics. It was more productive in terms of positive suggestions for action than the initial conference in December 1972. The discussion group leaders-- [ ] STAT  
[ ]--effectively presented points raised in their groups. The full day allocated to group discussions proved to be more beneficial than the half-day sessions held in December.

2. All points raised in the discussions will be taken into consideration as our policies and procedures evolve. Some have already been acted upon, others will be implemented in the months ahead. Space limitations preclude a comprehensive listing of every issue raised--these are recorded in notes available in the front office. Some of the salient points raised are listed below.

3. Career Development

a. Rotational assignments or transfers within IAS will be considered on a case-by-case basis. In principle, if a person desires to move, and there is an opening for him, we will attempt to work something out.

b. We will continue to use the Offutt course as part of our core training program for newly assigned analysts, although we recognize that it will benefit different analysts in varying ways.

c. The principle of having senior analyst positions at GS-14 and above is viewed favorably, but this will require that additional slots in those grades--which are tightly controlled in the Agency--be made available to IAS.

d. The Career Panel rating system on personnel is a useful tool in the management of the IAS Career Service. Other tools available to the Career Service Board in its deliberations are fitness reports, competitive rankings made by Division Chiefs, reviews of employee performance and development in each branch by the Director with the

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Branch and Division Chiefs, personnel data provided by the Administrative Staff and the management information system, observation based on personal contact by the IAS management with employees, and the advice and counsel of the members of the Career Service Board.

e. Training and development of analysts who may not have managerial potential or inclinations will be given adequate emphasis.

f. Supervisors will be encouraged to work out career goals and objectives for their workers in full consultation with them.

#### 4. Production

a. Divisions will be encouraged to cut down on the number of steps in the editorial chain, and to expedite the flow of papers through that chain. Editorial steps will be consolidated where feasible. All writers should recognize the need, however, for IAS to maintain the high standards of its products.

b. Kudos for the graphics shop! The quality and professionalism of the IAS products was generally acknowledged as better than ever.

c. We will study means of modifying the IAS notes in line with numerous suggestions.

d. We will explore the possibility of modifying the working hours in IAS.

#### 5. Communications

a. A roster of IAS personnel, listing their assigned area of responsibility and any special files which they maintain, will be prepared and circulated for reference purposes.

b. We will look into the matter of reestablishing a reading panel.

c. A central bulletin board, which would include photos of awards, photos of all personnel, and other forms of employee recognition, will be established.

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d. Meetings of all IAS people will be held in the NPIC Auditorium on appropriate occasions. The communications conferences will continue on their present basis, three or four times each year.

e. Meetings for lateral exchanges of ideas between people of the various branches after each mission are encouraged.

6. Physical Plant

a. Carpeting for the entire IAS areas is in the realm of possibilities in the not-too-distant future.

b. Parking continues as a problem. Also, transportation to headquarters.

c. Neckties need not be worn at light tables, but should be available for wear in briefing VIP's. Men's shirts should be compatible with use of tie.

7. Reorganization

a. Will be studied in depth when decision is made on restructuring of DDI and military intelligence production elements. A geographic structure will be considered--no options are closed in terms of IAS management.

b. The anticipated reduction in IAS slots in FY 74 apparently will not require any further involuntary separations of people.

8. Conclusion

It was a useful conference in every aspect. Views were exchanged laterally and vertically, problems were aired and shared, suggestions were noted and recorded, and a number of us got better acquainted. By implementing the more feasible suggestions, we can make IAS more effective and a more pleasant place to work. My thanks to all who took part.

STAT



GEORGE W. ALLEN

Director

Imagery Analysis Service